

## About Copying

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Various copy settings such as the original, paper, and image quality are available. You can configure these settings and scan the original to enhance the copy quality and work efficiency and also make copies depending on the desired finishing.

The copy function screens are classified into two modes: copy mode to display setting items in the list format, and quick copy mode to display setting items in the card format. Select the appropriate one to suit your intended use.



### Reference

- ❖ Quick Copy Mode ([Here](#))

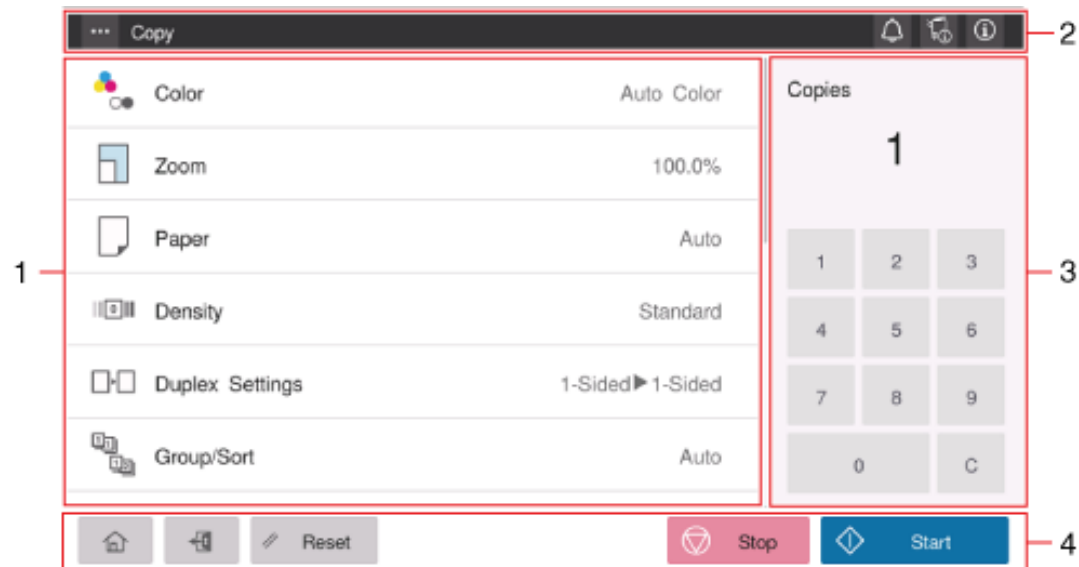






### Tips



- ❖ This manual provides a description using the screens of the normal copy mode.

## Main Screen of Copy Mode

If you tap [Copy] on the home screen, the main screen of copy mode is displayed.



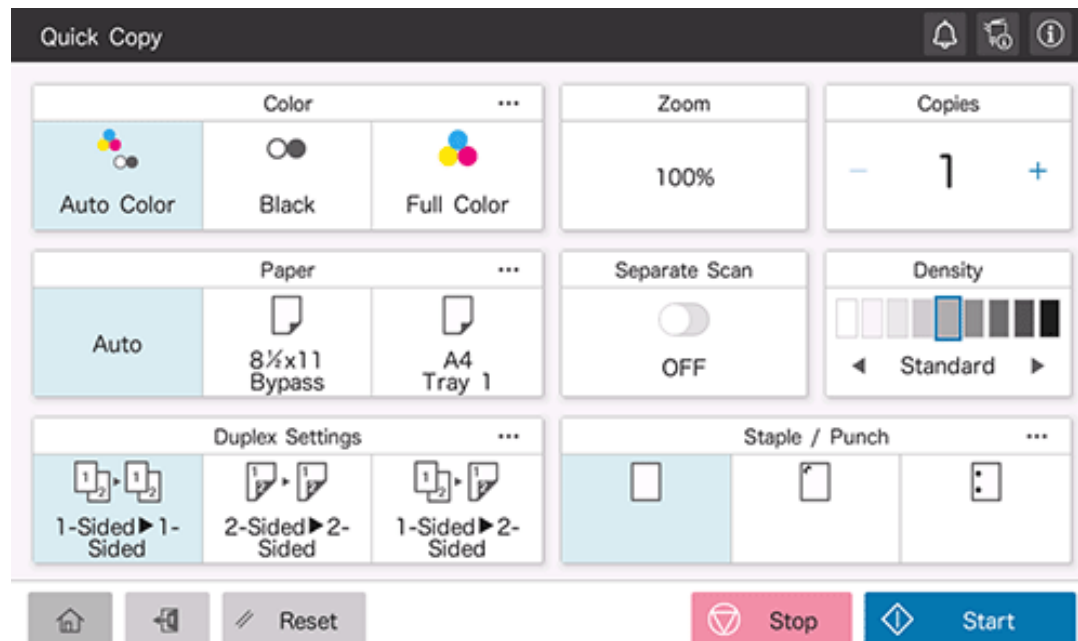
No.	Name	Description
1	Function setting key	Set copy options.
2	Menu icon (  )	Allows you to change the default copy option setting to the desired one. This option is displayed when [Change Permission for Default Value Setting] ( <a href="#">Here</a> ) is set to ON.
	Notification icon (  )	You can check warnings or messages related to the status of this machine. For details, refer to <a href="#">Here</a> .
	Device information icon (  )	
	Information icon (  )	
3	Copies setting key	Enter the number of copies using the keypad. To change the number of copies, tap [C] (Clear). The current copies setting is displayed on the upper pane.
4	[Start]	Starts copying.
	[Stop]	Stops the started copy job.

[Reset]	Returns the setting to the default.
Access key (  )	Performs login or logout when user authentication or account track is installed on this machine.
Home key (  )	Returns to the home screen.

## Quick Copy Mode

If you tap [Quick Copy] on the home screen, the main screen of quick copy mode is displayed.

The Quick Copy screen displays setting items of the copy function in the card format. You can tap the target card to change the setting. When you want to select a setting other than the displayed three options in an item that provides three options such as [Paper] and [Duplex Settings], tap the Detail icon ( ... ) in the upper right corner of the card.



### Tips

- ❖ If a setting other than the displayed three options is selected in an item that provides three options, the rightmost setting of the three options is replaced with the selected one.